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TO :

26 June 1958

FROM : Acting Chief, Records Management Staff

SUBJECT: Plans for "File Clean-up Campaign"

1. At our Area Records Officers' meeting on 18 June, we discussed an Agency-wide "File Clean-up Campaign" similar to one successfully conducted by the Department of Commerce last May.

2. Since then, I presented a proposed campaign to the Chief, Management Staff, who believes the plan looks to be worthwhile and has requested us to complete a staff study on the project for approval by the DD/S and DCI.

3. Although this will postpone our tentative aim to start the campaign early in July we are sincerely encouraged by the growing interest and enthusiasm we find in each person brought in on the campaign plans. I feel more assured of active and personal support from top management and direction and aid from the Operating Officials. I believe we will have an intense one-month campaign and it probably will be during August or September 1958.

4. I want to thank each Area Records Officer for the assistance and suggestions on the campaign that we received during that last ARO meeting. I will keep you posted on the campaign's development in which you and your Records Control Schedules will play important roles.



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